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Chief, Management Staff 20 September 1957

Chief, Records Management Staff

Weekly Report - Week Ending 13 September 1957

1. Contributions

a. Tangible

(1) The Records Center received 207 cubic feet of records and disposed of 70 cubic feet. This reflects an increase over the average weekly receipts and dispositions during June, July and August which were 174 and 45 cubic feet respectively.

(2) The OSI Records Control Schedule was approved by this Staff and returned to OSI for application. Their annual disposition report shows savings of over $27,000 during the past fiscal year. Of special significance is the fact that for two successive years they have reduced their total records holdings.

(3) Three new and two revised forms were developed and approved.

b. Intangible

(1) Evaluated three employee suggestions.

(2) Recommended that the Supply Division establish as a standard stock item file guides for use with safe cabinets without guide rods. Acceptance of this recommendation would reduce the number of special purchases for these guides.

(3) Provided the Office of Training with a lecturer for the Administrative Procedures course. His subject was "Four Clues to Better Record Keeping.

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2. Assignments - Active

a. Audit of Records Control Schedules.

(1) DD/P - Discussed with Messrs [redacted] and [redacted] of DD/P, the legal problems that might arise in connection with the final disposition of DD/P records. It was decided that a disposal list of older records would be submitted to us for approval and that we would continue to review the present schedule. 25X1

25X1

(2) Office of Personnel - 65% completed.

(3) General Counsel - 30% completed.

(4) Office of Central Reference - Schedule is completed and is being applied by OCR except for certain items for which approval by National Archives is pending.

b. Installation of Filing Systems.

(1) OSI-Intelligence Production Staff and Applied Sciences Division have requested additional installations.

(2) OSR- Project was started this week. It appears that there will be a minimum of 32 installations in the Economic Area. The Geographic Area and OSR Staffs will increase the potential number of installations to about 70.

c. Review of Schedule for Deposit of Vital Personnel Records. Recommended to the Office of Personnel removal of certain items from their VR schedule.

d. Eight new and four revised forms are being developed.

e. Three Employee Suggestions are under evaluation.

f. Biographic Register Shelf File. All filing equipment and office furniture has been delivered. Work stations will be erected in the next few days. Lighting for shelf files is being installed.

g. Finance Division Shelf File and Floor Space layout - Flooring of Wing C, Alsop Hall, is under consideration by Building Maintenance. This plan is desirable so that registry records and Finance personnel can be placed in one wing.

h. Review of Requisitions for Filing Equipment and Supplies. Reviewed five requisitions. Returned two for specialized equipment for further study and justification.

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3. Assignments - Inactive

a. Installation of Subject-Numeric Filing System, Benefits and Casualty Division.

b. Shelf File Installation, Industrial Register.

c. Shelf File Installation, Office of Security.

d. Shelf File Installation, Space Layout and Equipment Study, [redacted] 25X1

e. Forms Management Study, Printing Services Division.

4. News

a. [redacted] attended the regular meeting of the Ad Hoc Subcommittee on Information Processing and took part in briefing the new Deputy Director and Assistant Deputy Director of OCR on the progress of the AMIP Working Group to develop a common information report format. 25X1

b. [redacted] is working with the U.S. Government Correspondence Manual Committee, with an assignment to chair the subcommittee responsible for developing material on Staff Studies, Reports, Agendas, and Minutes of Meetings. 25X1

c. On the basis of anticipated increased records management activity throughout headquarters, I have concurred in a purchase order for 116 insulated cabinets to cost $423 each. I recommended that the purchase order be reconsidered after the first of next year.

[redacted] 25X1

[redacted] 25X1

[redacted] 25X1

Mgt/S/RMS, [redacted] (20 Sep 57) 25X1

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